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August 10, 2010

Dear NHSN Administrator,

You are receiving this letter because our records indicate that you are the NHSN administrator for your facility(ies). If this is not accurate, please send the name and email address of the correct person to Stephanie Robbins at srobbins@health.nv.gov.

The Bureau of Health Care Quality and Compliance (BHCQC) has had recent inquiries in regards to the National Healthcare Safety Network (NHSN) and would like to review a few things with the designated NHSN Administrator.

Each mandatory reporting facility needs to follow a two-step process:

1. Enroll your facility(ies) in NHSN.
2. Join the NSHD group in NHSN.

In December of last year, a letter was sent out regarding enrolling your facility in NHSN. In January, a follow-up letter went out regarding joining the Nevada State Health Division (NSHD) group in NHSN; however, a notice was necessary to correct the joining password. This was emailed to the NHSN facility administrators in June. At this time, all mandatory reporting facilities should have the correct group joining information and be enrolled in the system and in the process of joining the NSHD group.

Once again, for your reference, the group ID number and joining password are as follows:

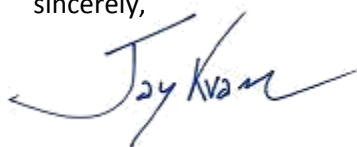
group ID: **15183**
password: **NSHDj0in**

If you are having difficulties with enrolling in NHSN, please visit the CDC's webpage on frequently asked questions (FAQs) about NHSN enrollment: http://www.cdc.gov/nhsn/FAQ_enrollment.html. You may also read the FAQs that NSHD has received on the following page. They are provided here to assist you with related difficulties.

- Q: I put in the group ID and joining password but receive a message stating that either the group ID or password is incorrect. What's going on?
- A: Please ensure that you are entering the password that was included in the email sent to you in June (**NSHDjoin**). The password that was sent in January erroneously had the two middle letters of NSHD transposed. Also, please note that the password is case sensitive and contains a zero (0), not an O.
- Q: I put in the group ID and password but received a message stating that only the NHSN facility administrator can join groups. How can I have my facility join the NSHD group?
- A: NHSN allows multiple user accounts for a facility, each with varying user permissions, including administrative rights; however, there can only be one NHSN facility administrator. A user without administrative permissions cannot have the facility join a group; likewise a user with administrative permissions may not be able to do so either. Only the NHSN facility administrator is certain to be able to have the facility join a group. If you encounter this problem, NSHD recommends that you coordinate with other members of your facility team to identify who enrolled your facility in NHSN and is, therefore, the NHSN facility administrator.
- Q: I can't log into NHSN with the group ID and password that were sent to me. Can you please help?
- A: Remember that there are two distinct steps involved with using NHSN and sharing the data with NSHD. First, you need to enroll your facility in NHSN. NHSN is a system developed and maintained by CDC; NSHD has little influence over this stage of the process. Once enrolled, you may begin using NHSN—i.e. enter and/or import records and analyze the data—however, you must complete the second step, joining the NSHD group and conferring rights to your data; this is where the group ID and password that were provided to you by NSHD come into use.

If you have any further questions about this matter, please contact me at jkvam@health.nv.gov or (775) 687-4475 x240. Note that although we are happy to assist you with the enrollment process, we have a limited ability to resolve enrollment-related issues since this step is largely handled by CDC.

sincerely,

A handwritten signature in blue ink, appearing to read "Jay Kvam".

Jay Kvam, MSPH
Biostatistician